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PERSONNEL

**CADET EXTRACURRICULAR ACTIVITIES
PROGRAM**

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This instruction implements USAFAPD 36-1, *USAF Academy Education and Accession Programs*. It authorizes the Cadet Extracurricular Activities Program in the Air Force Academy Cadet Wing and establishes the responsibilities and procedures for its administration, operation, and control. It contains specific guidance for forming organized extracurricular activities. This instruction applies to all staff agencies, units, and organizations on the USAF Academy that are responsible for governing any cadet extracurricular activity.

SUMMARY OF REVISIONS

Updates office symbols; revises staff coordinator responsibilities (paragraph 4.2.); revises Officer in Charge (OIC) responsibilities (paragraph 4.3.); adds Officer in Charge Property responsibilities (paragraph 4.5.), revises Cadet in Charge (CIC) responsibilities (paragraph 4.6.); revises probation (paragraph 10-12); revises Limited-on-Season (LOS) Status (paragraph 13.); revises Meetings, Practices, and Rehearsals (paragraph 16.1.); revises Types of Funding to include Commercial, Corporate Sponsorship (paragraph 21.2.); changes category of Flying Team from competitive to mission support; adds BACHUS, Civil Air Patrol, Prior Enlisted Council, and Protestant Praise Team Choir as mission support activities; adds American Indian Science and Engineering Society and Engineering Honor Society as professional activities; adds Kayaking, Show Choir, and Table Tennis as recreational activities; adds Mountain Biking and Women's Lacrosse as a competitive activity; deletes Navigation, Behavioral Science, Economics as professional activities and deletes Kendo as a recreational activity; adds OIC Responsibility Checklist and OIC Trip Responsibility Checklists ([Attachment 2](#)); adds CIC Responsibility Checklist and CIC Trip Responsibility Checklist ([Attachment 3](#)).

Section A	Procedures and Organization	2
1.	Why a Cadet Extracurricular Activities Program?	2
2.	Terms Explained:	3
3.	Supervision and Control.	3

4.	Responsibilities:	4
Section B	Establishment and Dissolution	6
5.	Establishing an Activity.	6
6.	Changes in Category.	7
7.	Placing an Activity on Probation.	7
8.	Suspending of an Activity.	7
9.	Dissolving an Activity:	7
Section C	Participating in Extracurricular Activities	8
10.	Eligibility.	8
11.	Eligibility Limitations:	8
12.	Excusals:	8
13.	Limited-On-Season (LOS) Status:	9
14.	Club or Activities Patches.	11
15.	Minor Monogram Award.	11
Section D	Conducting Extracurricular Activities	11
16.	Meetings, Practices, and Rehearsals.	11
17.	Public Performances.	13
18.	Safety:	13
19.	Hazardous Activities:	14
20.	Medical Support.	14
Section E	Financial Support	15
21.	Types of Funding.	15
22.	Expenditure of Funds:	15

Attachment 1—

AUTHORIZED EXTRACURRICULAR ACTIVITIES	16
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Attachment 2—

OFFICE IN CHARGE RESPONSIBILITY CHECKLIST	19
A2.1. Supervises the Cadet In Charge.	19
A2.2. Ensures compliance with 34th TRW policies.	19
A2.3. Monitors cadet eligibility.	19

A2.4. Monitors academic time lost.	19
A2.5. Briefs activity members on AFCW instructions, policies, and safety instructions. ..	19
A2.6. Monitors membership and Limited-On-Season roster.	19
A2.7. Provides administrative and logistical support to activity.	19
A2.8. Attends general membership meetings.	19
A2.9. Prepares and reviews activity operating instruction.	19
A2.10.Ensures members maintain a four class system during all activities.	19
A2.11.Ensures members maintain the highest standards of conduct, appearance, and sportsmanship.	19
A2.12.Ensures compliance with alcohol consumption's restriction.	19
A2.13.Assumes accountability for activity property.	19
A2.14.Accompanies all activity trips.	19
A2.15.Inspects activity members prior to their departure.	19
A2.16.Coordinates trip arrangements with 34 SVS/SVCR.	19
A2.17.Establishes and briefs accident prevention measures.	19
A2.18.Ensures cadets maintain proper dress standards.	19

Attachment 3—

CADET IN CHARGE RESPONSIBILITY CHECKLIST	20
A3.1. Acts as executive to the Officer in Charge.	20
A3.2. Manages and supervises the conduct of the activity during meetings, practices, and rehearsals.	20
A3.3. Disseminates information to members about activities.	20
A3.4. Maintains records for the activity.	20
A3.5. Acts as executive to the officer in charge.	20
A3.6. Accounts for each activity member on trip roster.	20
A3.7. Rides in military vehicle and is point of contact between activity and driver.	20
A3.8. Notifies OIC of any absences.	20
A3.9. Ensures compliance with trip provisions.	20
A3.10.Maintains order and discipline.	20
A3.11.Ensures compliance with accident measures.	20
A3.12.Completes and submits trip report within 5 duty days from completion of trip.	20
A3.13.Assists OIC in monitoring academic time lost.	20

Section A— Procedures and Organization

1. Why a Cadet Extracurricular Activities Program? The Commander, 34th Services Squadron (34 SVS), through the Extracurricular Activities Branch (34 SVS/SVCR), administers organized cadet extracurricular activities to provide supervised outlets for interests not available in the formal academic, athletic, or military training programs. The organized extracurricular activities also provide representation of the Air Force Cadet Wing (AFCW) in the areas of academic, athletic, and military endeavor when no other formal or official representation exists.

1.1. Extracurricular activities include, but are not limited to, meetings, practices, competitions, rehearsals, performances, seminars, lectures, films, tours, and social events. The wide span of activities is designed not only to contribute to cadet morale and welfare, but also to enhance their intellectual, physical, cultural, moral, and social development. Cadets are encouraged to participate and benefit from these activities; however, cadets should not over commit themselves or join a club and not participate in it. Education, training, and duty requirements take precedence over participation in extracurricular activities, unless otherwise approved by the USAF Academy Scheduling Committee.

1.2. Each organized activity provides practical experience through actual participation by its cadet members. Cadets manage personnel and financial resources, and they gain practical knowledge of administrative procedures, delegation of authority, and accident prevention.

1.2.1. Each organized extracurricular activity strives to enhance cadet professional development, provide opportunities to practice academic and military skills, provide direct hands-on leadership skills alongside Air Force officers, and teach lifetime use of recreational activities and wise use of leisure time.

1.3. There are four categories of extracurricular activities:

1.3.1. Mission Support. These activities promote and support the Air Force Academy mission or benefit the Cadet Wing and other recognized activities or teams.

1.3.2. Competitive. These activities represent the Air Force Academy in actual competition, with aims toward enhancing the image of the Air Force Academy in competition with other universities.

1.3.3. Recreational. These activities are organized primarily as morale, welfare, and recreation outlets for cadets.

1.3.4. Professional. These activities are organized primarily to promote interest in specialized areas that support or further the Air Force Academy curriculum.

1.4. Extracurricular activities are governed by the procedures of this instruction and other applicable directives. AFI 65-106, *Appropriated Fund Support of Morale, Welfare, and Recreation, and Nonappropriated Fund Instrumentalities*, provides guidance on using appropriated fund support for morale, welfare, and recreation programs. Other applicable directives are AFI 34-101, *Services Programs and Use Eligibility*, and AFI 34-201, *Use of Nonappropriated Funds*, which provide guidance on a scope of services programs and eligibility and basic responsibilities, procedures, and practices for all Air Force nonappropriated funds.

1.5. **Attachment 1** is a list of authorized extracurricular activities, categories, staff coordinators, funding type, minor monogram authorization, and limited-on-season (LOS) status eligibilities.

2. Terms Explained:

2.1. Cadet in Charge (CIC). The CIC, whether elected or appointed, is directly responsible to the Officer in Charge (OIC) for the administration, operation, safety, and control of the activity. The CIC ensures cadet members of the activity take complete responsibility for its operation. OICs will ensure that CICs have squadron air officer commanding (AOC) approval before appointment. Squadron AOCs should take into consideration the CIC's workload, duty concept, knowledge of cadet instructions, standards, and leadership potential.

2.2. Discretionary Time. This time, as defined in USAFAI 36-180, *Allocation of Cadet Time*, is the time between 1600 and 1900, Monday through Thursday (1600 to taps for first class cadets), which is not scheduled for intramurals, intercollegiate practices, squadron activities, or wing-wide military training.

2.3. Limited-On-Season Status. This status means that activities may take place in lieu of intramurals and during activities time on the Cadet Wing Schedule of Calls.

2.4. Property. Furniture, fixtures, equipment, expendable supplies, specifically identified consumable supplies, and expendable equipment.

2.5. Minor Monogram Award. This is a small AF block letter that recognizes the achievements of certain cadets within those activities authorized Minor Monogram Awards.

2.6. Officer in Charge (OIC). This is the individual who directly supervises each organized extracurricular activity. The OIC is a commissioned or noncommissioned officer (MSgt and above) or civilian employee (GS-7 or above). The OIC has supervisory approval and is responsible for compliance with the rules for extracurricular activities established by the Commander, 34th Training Wing (34 TRW/CC), and the USAFA Scheduling Committee directives. The position of the OIC of a cadet activity is voluntary and is in addition to any other assigned duties. OICs for all aviation extracurricular activities (for example: Flying Team, Soaring, and Wings of Blue) must be assigned to the 34th Operations Group, but qualified assistant OICs may be assigned from other areas. All OICs must be approved by the staff coordinator. Criteria for selecting OICs will include the nominee's duty concept, knowledge of cadet instructions, standards, and feelings on discipline.

2.7. Staff Coordinators. The staff coordinator is the agency that oversees the operation of the extracurricular activity. Staff coordinators are from each mission element of the Academy, i.e., Dean of the Faculty (HQ USAFA/DF), Athletics (HQ USAFA/AH), Cadet Chaplains (HQ USAFA/HC), 34th Training Group (34 TRG), or 34 SVS who give specialized advice. Each staff coordinator provides the extracurricular activity with funding, either appropriated (APF) or nonappropriated funds (NAF) and plays an active role in decision making. Staff coordinators are assigned as shown in the list of organized activities (attachment 1).

2.8. Trips. For the purpose of this instruction, a trip is any activity conducted off the Academy.

3. Supervision and Control. Commander, 34 TRW, will exercise supervision, administration, and control of the Cadet Extracurricular Activities Program with the advice of the Cadet Extracurricular Activities Board (CEAB), which is a board of officers, cadets, and civilians appointed by the organizations listed below with composition and authority as follows:

3.1. Composition. Chairperson - Commander, 34 SVS; one representative from HQ USAFA/DF; one representative from HQ USAFA/AH; one representative from 34 TRG; one representative from HQ USAFA/HC; one representative from the Resource Management Flight (10 SVS/SVF); the Cadet Wing Morale, Welfare, and Recreation (MWR) officer; the recorder (nonvoting); and the Chief, 34 SVS/SVCR.

3.2. Authority:

3.2.1. The CEAB will consider and make recommendations to 34 TRW/CC on establishing, changing the status of, modifying, suspending, dissolving any organized cadet extracurricular activity, the category under which each activity will be placed, eligibility for Minor Monogram Award, if appropriate, club uniforms and patches, and policies concerning cadet extracurricular activities.

3.2.2. The Commander, 34 TRW, will approve or disapprove the minutes of the CEAB, considering the recommendations of the board and any dissenting opinions. (**NOTE:** Members of the CEAB may submit dissenting opinions, which will be attached to the minutes.)

3.2.3. The CEAB will meet at least once during the academic year (usually in the spring).

4. Responsibilities:

4.1. The Chief, 34 SVS/SVCR. The Chief, 34 SVS/SVCR, is responsible for the administration of the USAF Academy Extracurricular Activities Program.

4.2. Staff Coordinator. Staff coordinator approves, in writing, the petition for proposed activity to become an authorized activity, approves the OIC of an activity, provides functional guidance to the OIC, and monitors the extracurricular activity for compliance with current procedures and directives. The staff coordinator reviews and submits recommendations to 34 SVS/CC, through 34 SVS/SVCR, on matters that require an exception to procedures. The staff coordinator approves or disapproves any proposed action by an activity, including trip and event requests. Requests must be forwarded to 34 SVS/SVCR for submission to USAFA Scheduling Committee for final approval. The staff coordinator originates a request to discipline, suspend, or dissolve any activity under their supervision.

4.3. OIC:

4.3.1. Serves as the principal advisor for the extracurricular activity. Proposed OICs must have concurrence from their directorates, academic heads, or equivalent staff level heads prior to being recommended. Although each activity must have one OIC approved by the staff coordinator, there may be several assistant OICs (AOIC) to help as coaches or event supervisors. Proposed AOICs must have concurrence of their directorates prior to being recommended. The OIC supervises each cadet extracurricular activity or ensures supervision by the AOIC. The OIC ensures personal appearance is maintained in accordance with USAFA and AFCW instructions.

4.3.2. Supervises the CIC, ensures compliance with all applicable procedures and instructions governing extracurricular activities, monitors cadet eligibility in accordance with USAFA and AFCW instructions, monitors academic time lost to ensure cadets do not exceed authorizations specified in applicable USAFA and AFCW instructions, and ensures all members are familiar with and comply with safety operating instructions, including medical support.

4.3.3. Monitors membership and LOS rosters, if applicable, and submits all rosters to 34 SVS/SVCR within a week of the extracurricular activity's first meeting. Forwards additions or dele-

tions to 34 SVS/SVCR as changes are made. 34 SVS/SVCR will forward to 34th Support Group, Plans, Programs and Budget (34 LS/LGP) and to Intramurals (HQ USAFA/AHPM). Ensures AOCs receive a weekly record of all cadets (on LOS) who missed any scheduled formation).

4.3.4. Provides administrative, logistical, and clerical support. Administrative duties include budget proposals for both appropriated and nonappropriated funds, requests for expenditure of funds, requests for USAFA Scheduling Committee actions, requests for transportation support, commitments by their extracurricular activity, correspondence, and attending general membership meetings. OICs and 34 SVS/SVCR review the activity operating instruction (OI) at least once a year at the beginning of the fall semester. OICs will send a memorandum to 34 SVS/SVCR by 31 October each year verifying that the OI is current.

4.3.5. Ensures a four-class system is maintained during all activities. Fourth class cadets should address upper class cadets as "Sir" or "Ma'am." When competing as a team, use of last name is acceptable. Fraternization between cadets and officers, cadets and NCOs, or upper class and lower class cadets is not authorized at any time.

4.3.6. Ensures members maintain the highest standards of conduct, appearance, and sportsmanship when representing the Academy. (Attachment 2 contains checklist of OIC responsibilities.)

4.4. OIC Trip Responsibilities:

4.4.1. The OIC or AOIC must accompany all cadet activity trips. In case the OIC or AOIC cannot accompany the trip, the OIC appoints a Trip OIC, an officer, NCO (MSgt or above), or civilian employee (GS-07 or above) who accompanies cadets on the trip.

4.4.2. Inspects personally, or ensures that the AOIC or Trip OIC inspects cadets prior to their departure from the Academy for a trip. Cadets must travel in accordance with USAFA and AFCW instructions. OICs are responsible for ensuring adherence to all applicable instructions and directives.

4.4.3. Coordinates all trip arrangements in advance with staff coordinator to include entry fees, lodging, transportation, equipment, miscellaneous needs, and USAFA Scheduling Committee approval. Under no circumstances are OICs or activity members authorized to commit funds without prior approval from 34 SVS/SVCR.

4.4.4. Ensures compliance with all provisions of the trip or event authorization; ensures accident prevention measures are established, briefed, and adhered to for the duration of the trip; maintains order and discipline; and ensures cadets maintain proper dress standards in accordance with USAFA and AFCW instructions.

4.4.5. Attachment 2 contains a checklist of OIC trip responsibilities.

4.5. Alcohol Consumption. The OIC is responsible for compliance with alcohol policy which prohibits all cadets, regardless of age, from consuming alcohol when participating in sanctioned events away from the Academy. This includes any time before, during, and after competitions or events. Exceptions to this policy must be preapproved by the 34 TRW/CC prior to departure. The OIC must submit requests in writing to 34 TRW/CCE. When alcohol is approved for consumption, the OIC or AOIC must be in attendance and must ensure procedures are in place to maintain proper decorum and prevent underage drinking.

4.6. OIC Property Responsibility. The OIC is responsible for internal control procedures to ensure property accountability at all times. Activities may possess appropriated and/or nonappropriated fund property. All property will be hand receipted to the OIC within 30 days of assuming OIC duties. The OIC will conduct a 100 percent physical inventory of all APF and NAF property on a semiannual basis and when there is a change in the OIC. The OIC will recommend the disposition of any unserviceable or excess property to 34 SVS/SVCR. Unserviceable equipment or property no longer needed by the activity will be turned into 34 SVS/SVCR and deleted from activity hand receipt. Activities are encouraged to keep only that equipment necessary for the operation of their activity.

4.7. CIC:

4.7.1. The CIC is the cadet appointed or elected to the highest office in the activity and is responsible to the OIC for the supervision, management, and conduct of all activities during meetings, practices, and rehearsals. The CIC disseminates information to members about their activities.

4.7.2. Maintains records of his or her extracurricular activity. Ensures 34 SVS/SVCR receives copies of official records. The six items listed as follows will be maintained by the CIC and are subject to inspection by the staff coordinator at any time: a current computer membership, record of when meetings are held and minutes, as deemed necessary by the OIC; a correspondence file, chronological or by subject, including activity requests and reports; current budgets and supporting documents; if applicable, an approved OI; and a copy of this instruction.

4.7.3. Attachment 3 has a checklist of CIC responsibilities.

4.8. Trip CIC Responsibilities:

4.8.1. Acts as executive to the OIC, AOIC, or Trip OIC. In this capacity, the CIC accounts for each cadet listed on the official trip roster; ensures cadets maintain proper dress standards; rides in the military vehicle, if provided, and is the single point of contact between the vehicle driver and the cadets; notifies the OIC of any absence, whether authorized or unauthorized; ensures compliance with all provisions of the trip; maintains order and discipline; ensures compliance with accident measures; completes and submits official trip report and travel voucher to staff coordinator within 5-duty days of return.

4.8.2. Assists OIC in monitoring academic time lost, to ensure cadets do not exceed authorizations specified in applicable USAFA and AFCW instructions, and USAFA Scheduling Committee directives.

4.8.3. **Attachment 3** has a checklist of CIC trip responsibilities.

Section B— Establishment and Dissolution

5. Establishing an Activity. When sufficient interest may warrant establishing an extracurricular activity:

5.1. The proposed CIC must first coordinate with a voluntary OIC. These two individuals then develop a petition requesting permission to organize a cadet extracurricular activity. This petition consists of a cover memorandum to 34 SVS/SVCR for action by the CEAB. The support data includes statement of purpose of the activity, statement indicating the specific category in which the activity is to be placed (mission support, competitive, professional, or recreational), and identification of a staff coordinator.

5.1.1. Written request from the staff coordinator (HQ USAFA/DF, HQ USAFA/AH, HQ USAFA/HC, 34 TRG, 34 SVS, etc.) most directly concerned, stating that it is in the best interest of the cadets and the Academy to place the proposed activity in the requested category. Written request must state that staff coordinator assumes financial responsibility for the proposed activity. If the staff coordinator is donating any resources for the proposed activity's use (that is, supplies, equipment, space, etc.), this fact should also be stated.

5.1.2. The petition should contain a proposed schedule of events or activities, including home and away; an estimate of the FY budget, both appropriated and nonappropriated; a list of prospective members; name, rank, and duty assignment of the proposed OIC as well as the name, class, and squadron of the proposed CIC; a proposed OI designed to govern the actions of the activity; request for Minor Monogram Award, if appropriate; and additional information that further substantiates the request.

5.2. The petition requesting the establishment of an activity is routed, in turn, through the staff coordinator 34 SVS/SVCR for submission to the CEAB. OICs must be approved by the staff coordinator.

6. Changes in Category. An activity desiring to change its category (for example, from recreational to competitive) will follow the procedures outlined in paragraph 5., except that only those items that will change need to be addressed (such as OI, budget, LOS, staff coordinator). In all cases, a new statement of purpose must be written with a justification for changing the category.

7. Placing an Activity on Probation. An activity may be placed on probation by 34 TRW, 34 SVS, the staff coordinator, or the CEAB when it is apparent the club is not achieving the purpose for which it was established. The probationary period will not exceed 6 months (excluding summer) during which the staff coordinator will monitor the activity's progress. Suspension or dissolution action may be initiated if progress is unsatisfactory.

8. Suspending of an Activity. 34 SVS or the staff coordinator may recommend suspension of an activity for one academic semester to the CEAB and may recommend reinstatement when satisfied that the reason for the suspension no longer exists. Suspension or reinstatement is effective upon approval of the minutes of the CEAB. An activity that has been suspended is prohibited from all but local recreational activity during cadet activities time until the suspension is removed.

9. Dissolving an Activity:

9.1. Dissolving an activity may be requested by the OIC, the CIC, staff coordinator, 34 SVS, 34 SVS/SVCR, or the CEAB. Dissolving an activity is effective upon approval of the minutes of the CEAB. If dissolved, the activity may not be reestablished for 1 academic year.

9.2. One or more of the following reasons normally must be cited and substantiated as cause for dissolving, suspending, or placing an activity on probation: failure to comply with instructions or directives; mismanagement of funds or equipment; demonstrated lack of cadet interest in the activity, i.e., inactive for 2 years; inability to secure the services of an OIC; unsatisfactory housekeeping practices; or unsatisfactory safety practices.

9.3. Upon dissolving, all property must be returned and records must be turned into 34 SVS/SVCR for the official files.

Section C— Participating in Extracurricular Activities

10. Eligibility. All cadets may join an organized extracurricular activity provided they meet the eligibility criteria of that activity and are not otherwise ineligible due to academic, aptitude, conduct, or athletic probation. Eligible cadets who are interested in participating in an activity should contact the activity OIC or CIC. 34 SVS/SVCR maintains a roster of all OICs and CICs.

11. Eligibility Limitations:

11.1. Fourth Class Cadets. Fourth class cadets may not take trips with extracurricular activities until after fall midsemester progress reports are published, unless otherwise authorized in applicable USAFA or AFCW instructions. Fourth class (academically “at risk”) may not participate in the fall semester but may join in the spring if grade point average (GPA) is 2.25 or better. This includes on- and off-base meetings, social functions, trips, and other events. Requests for trips for under loaded fourth class cadets in the spring will be reviewed on a case-by-case basis. These cadets should normally have a GPA greater than 2.50.

11.2. Cadets on Probation:

11.2.1. Academic Probation. Cadets on academic probation may remain on activity rosters and retain activity membership with the concurrence of the AOC. The AOC and a representative from HQ USAFA/DFR will, together, determine the degree of participation in activities and intramurals. Fourth class cadets on academic probation should not, except under extraordinary circumstances, be allowed to participate in any extracurricular activities. Under no circumstances will cadets on academic probation travel with clubs or represent the Academy, at home or away, in competition.

11.2.2. Athletic Probation. Cadets on athletic probation may remain on activity rosters and retain activity membership with the concurrence of the AOC. Cadets on athletic probation must be on the intramural roster and participate in intramurals. The AOC and a representative from Fitness Testing and Evaluation Division (HQ USAFA/AHPT) will, together, determine the degree of participation in activities on off-intramural days. Under no circumstances will cadets on athletic probation travel with clubs or represent the Academy, at home or away, in competition.

11.2.3. Conduct, Aptitude, and Honor Probation. Cadets on these probations may remain on activity rosters and retain membership with the concurrence of the AOC and, for honor probation only, the 34 TRW/CV. Cadets on these probations must be on the intramural roster and participate in intramurals. The AOC (and the 34 TRW/CV for cadets on honor probation only) will determine the degree of participation in activities on off-intramural days. Under no circumstances will cadets on any of these probations travel with clubs or represent the Academy at home or away, in competition.

11.3. Cadet Time Allocation. Cadets have limited course absences and trip allowances in accordance with USAFAI 36-180, *Allocation of Cadet Time*. OICs and CICs must ensure all activity members are in compliance with USAFAI 36-180.

12. Excusals:

12.1. Procedures. The USAFA Scheduling Committee must review cadet excusals or events, even those occurring during discretionary time.

12.1.1. The OIC submits two copies of USAFA Form 17, **Request for USAFA Scheduling Committee Action**, and USAFA Form 17-1, **Club/Activity Schedule**, through the staff coordinator, to 34 SVS/SVCR to arrive at least 14 calendar days prior to the requested excusal date. All USAFA Forms 17 submitted less than 14 calendar days prior to the desired date must include a reason for the late submission. The USAFA Form 17 must list the names of all cadets affected by the excusal.

12.1.2. If the requested excusal will be for 24 hours or more, the OIC, after receiving USAFA Scheduling Committee approval, will submit a cadet roster to Cadet Pay (10 ABW/FMFPP) requesting subsistence for approved cadets prior to date of departure.

12.1.3. Cadets must coordinate with their instructors prior to missing classes or other training. AOC coordination is required for all excusals.

12.2. Excusal Eligibility Standards. The signature of the OIC on the USAFA Form 17 verifies that each cadet has been screened for eligibility in accordance with the following: (**NOTE:** Any deviation from these standards will be noted and justified on the USAFA Form 17.)

12.2.1. All excusals are subject to AOC review and concurrence. The OIC ensures cadets coordinate with AOCs.

12.2.2. Normally, cadets must possess a 2.00 minimum GPA, either cumulative or current semester, in order to qualify for excusal from classes. USAFAI 36-180 procedures have precedence and exceptions may be granted only by the USAFA Scheduling Committee for unusual circumstances.

12.2.3. An MPA of 2.0 or less may be considered inadequate to participate in an activity or represent the Academy. OICs should coordinate with AOCs on questionable cases.

12.2.4. Requesters should plan the starting and ending times of their itineraries to conform with scheduled duty activities including Saturday training.

12.2.5. Mission support activities may receive consideration for excusal from classes or training if the event is essential to their official representation of USAFA.

12.2.6. All USAFA Scheduling Committee restrictions will be met.

13. Limited-On-Season (LOS) Status:

13.1. LOS status allows specific activities to excuse a specific number of cadets from intramurals for the purpose of participating in special events.

13.2. Only those activities identified in **Attachment 1** are authorized LOS status. LOS status, strength, and season will be approved by 34 TRW/CC. For initial consideration, the OIC prepares an AF Form 1768, **Staff Summary Sheet**, and routes it through the staff coordinator to 34 SVS, for further processing. At a minimum, the request will include seasons requested (fall or spring), proposed strength for each season requested, and detailed justification for each slot proposed for LOS status. LOS slots will normally be allocated only once per year (spring), to be effective for the following academic year.

13.3. LOS periods correspond with the start of the fall or spring intramural seasons. If competition extends beyond a season, the OIC must submit a request for cadets on LOS status to miss intramurals through 34 SVS/SVCR to Athletic Programs (HQ USAFA/AHP).

13.4. Activities that require tryouts will conduct them before the beginning of the intramural season during which they will be on LOS. Tryouts must be completed prior to intramural participation.

13.5. All cadets will participate in LOS extracurricular activities, intramurals, or intercollegiate athletics for both seasons. In no case will cadets be on LOS status for both intramural seasons. (Exceptions: request for waiver must be approved, in writing, by 34 TRW, HQ USAFA/DF, and HQ USAFA/AH.) To obtain a waiver for second season LOS status, the activity must submit a memorandum to 34 SVS through 34 SVS/SVCR for approval to participate in a second season. A waiver is required for individual cadets even if the activity is authorized more than one season.

13.6. Cadets on LOS status are excused from participating in intramurals. However, cadets not on LOS status may participate in an LOS activity on off-intramural days when not scheduled to participate in another mandatory activity.

13.7. On-season intercollegiate athletes may participate in other extracurricular activities with coach and AOC permission.

13.8. Each LOS activity must justify its status at least once each year, or at the request of 34 SVS, 34 SPTG, 34 TRW, HQ USAFA/DF, USAFA/AH, or 34th Operations Group (34 OG).

13.9. Rosters for all fall and spring limited on-season activities must be submitted to 34 SVS/SVCR not later than 2 weeks before the applicable intramural season. Rosters must include cadets' full names, SSTs, class, and squadron.

13.10. Changes to LOS rosters should not be made more than halfway through a season since evaluation periods only cover 6 weeks. When a cadet is dropped from or added to LOS at any point in the season, the OIC notifies 34 SVS/SVCR. 34 SVS/SVCR notifies the cadet's Squadron Athletic Officer and Intramurals (HQ USAFA/AHPM). 34 SVS/SVCR notifies 34 SPTG/CCO and HQ USAFA/AHPM, in writing, whether the cadet is to be deleted (will not show up as ever enrolled) or cut (may be in long enough to get MPA rating) along with effective date of change. 34 SPTG will add, delete, or cut the cadet from the activity. The length of time a cadet has been enrolled in the activity will determine whether or not he or she is on the MPA rating disk. Those cadets dropped from LOS must be enrolled in an intramural sport in accordance with AFCW instructions.

13.11. Cadets on LOS status will adhere to the authorized number of absences per semester in accordance with applicable USAFA and 34 TRW instructions and USAFA Scheduling Committee policies. LOS status for activities should not be confused with the intercollegiate athletic squad on-season status because excusal policies are different.

13.12. During the LOS period, 34 SPTG will generate, and 34 TRG will distribute, an MPA rating disk for each activity. This disk will contain enrollment as submitted by the OIC. If OICs choose to evaluate each participant, it is important that each cadet's performance be monitored during the period so an accurate evaluation can be made. This evaluation is voluntary on the part of the OIC and may contribute to the cadet's military performance average (MPA).

13.13. Non-LOS activities may still qualify for excusal from classes, military training, aviation program, etc., if they are representing the Academy at sanctioned league events. This does not include scrimmage or nonleague competitions. Excusals will be reviewed by the USAFA Scheduling Committee.

14. Club or Activities Patches. If cadets wish to wear club patches on their athletic jackets, the OIC submits a memorandum to the CEAB through 34 SVS/SVCR for consideration at the next CEAB meeting. If accepted by the CEAB, 34 SVS/SVCR will forward the request to the USAFA Uniform Board (34 LS/LGQ) for approval. The request should include a color drawing of the patch design, explanations of the patch design (what each feature of the design represents), justification for the patch, cost estimate, and source. Patch design must be in accordance with established 34 TRW guidelines. All official activity patches must be purchased through appropriated sources; AFI 65-106, prohibits purchase with NAF sources.

15. Minor Monogram Award. The Minor Monogram is a small Block AF letter authorized for wear on the athletic jacket that recognizes a cadet's achievements in either Mission Support or Competitive Activities.

15.1. Establishing a Minor Monogram. Activities wishing to establish Minor Monogram eligibility criteria for their activity must send a memorandum of request through their staff coordinator and 34 SVS/SVCR to the CEAB, in turn. The memorandum must be signed by the OIC and contain at a minimum justification, OI outlining eligibility criteria, and approximate number of monograms that will be given out each year.

15.1.1. The CEAB will recommend approval or disapproval to the Commander, 34 TRW, who is the final approving authority on all requests for Minor Monogram Awards. Once approved by 34 TRW/CC, the award is authorized to be worn by cadets who have earned it.

15.2. Awarding a Minor Monogram. OICs may award Minor Monograms by sending a memorandum of request to 34 SVS/SVCR stating the names of cadets to receive award. Only one monogram will be issued per authorized award. Each activity authorized Minor Monograms in accordance with established criteria must have an OI outlining eligibility criteria on file with 34 SVS/SVCR.

Section D— Conducting Extracurricular Activities

16. Meetings, Practices, and Rehearsals. To function as a sanctioned extracurricular activity, every activity must have an OIC. Cadet extracurricular activities normally meet during discretionary time, established by the Cadet Wing Schedule of Calls. Exceptions to these policies are granted only by the USAFA Scheduling Committee. LOS activities may meet daily during intramurals, when the activity is on season.

16.1. Elections. Each activity requiring elections will conduct them at least once a year. Newly elected or appointed officers should work closely with the outgoing officers to ensure a smooth transition. Upon institution of new leaders, submit a memorandum to 34 SVS/SVCR listing new officers.

16.2. Uniforms. Uniforms, to include team logo and art work, will not be purchased without review and permission from 34 SVS/SVCR. Competitive teams will practice in gym uniform or in more formal gym uniforms. Uniforms will represent the USAFA colors, blue, white, and gray.

16.3. Trips:

16.3.1. Off Base. Any trip by an activity conducted off the Academy requires USAFA Scheduling Committee approval. All activities representing USAFA require approval.

16.3.2. Trip Eligibility. Cadets may participate in extracurricular trips if they meet the criteria in paragraphs 10. through 12. In addition, cadets must obtain approval from the AOC and instructor (if applicable). Also, the USAFA Scheduling Committee must approve USAFA Form 17 for trips.

16.3.3. Trip Requests. A trip request memorandum must be coordinated through the staff coordinator and 34 SVS/SVCR, not later than 3 weeks prior to the trip.

16.3.4. Trip Control:

16.3.4.1. Command. The OIC, AOIC, or Trip OIC must accompany all cadet activity trips.

16.3.4.2. Travel Status. All trips, with the exception of cadet skiing, are performed in a travel status, and orders will be prepared.

16.3.4.3. Travel Authorizations. Free time activity excusals may be granted provided cadets are in compliance with 34 TRW instructions and directives. After completion of the event or purpose for which the trip was conducted, cadets may use a pass to which they are entitled.

16.3.4.4. Trip Permission. The OIC, AOIC, or Trip OIC grants permission.

16.3.4.5. Trip Sign Out. Cadets will sign out both on the pass and the special event roster at their orderly room at the time of departure for the special event.

16.3.4.6. Trip Safety. Before leaving the Academy by private or government vehicles, the OIC, AOIC, or Trip OIC will ensure all participating members are briefed on safe vehicle operation, routes to be driven, expected weather conditions, appropriate rest stops, and the use of seat belts.

16.3.4.7. Emergencies. The OIC and CIC notifies the Cadet Wing Operations Center and 34 SVS/SVCR immediately of any accident or incident. Also, they notify the 34 TRW Operations Center, extension 3-2910, of any deviation from the approved itinerary due to weather, maintenance, or other cause. Such items must be noted in the trip report.

16.4. Transportation:

16.4.1. Military Ground Transportation:

16.4.1.1. Submit USAFA Form 88, **Request for Motor Vehicle Transportation**, at least 15 workdays in advance, through the staff coordinator, to 34 SVS/SVCR. The request will be submitted, in turn, to Transportation (10 ABW/LGTO) at least 10 workdays in advance of scheduled trip in accordance with USAFAI 24-301, *Transportation Support Priorities*. All requests must be signed by the responsible club OIC, AOIC, or the staff coordinator.

16.4.1.2. In accordance with AFI 24-301, *Vehicle Operations*, government vehicles will not be used for transporting alcoholic beverages, dependents, non-DoD personnel, or for activities at high visibility tourist areas without prior 10 ABW/LG approval.

16.4.1.3. Transportation requests for bus support will not be accepted in the following cases: club trips which conflict with football games, if utilization is less than 50 percent of the bus capacity; trips to commercial establishments except for official functions when all cadets are in uniform; and trips that require a driver duty day longer than 15 hours or less than 8 hours crew rest.

16.4.1.4. Request military air transportation to the Air Force base closest to your destination to save funds. Submit a USAFA Form 11, **Mission Support Airlift Request**, through staff

coordinator, to Airlift (34 SPTG/CCBA) at least 30 days in advance.

16.4.1.5. Authorization for use of privately owned vehicles (POV) is limited to a 300-mile radius. Greater distances will be approved by 34 TRG on a case-by-case basis.

16.4.2. TDY orders are required for all trips outside the Colorado Springs area except for skiing activity. Upon receipt of the approved USAFA Form 17, submit a roster of cadets to 34 SVS/SVCR for inclusion in the orders.

17. Public Performances. Special instructions apply for activities performing in public.

17.1. Public Performance Procedures. Write a memorandum of request to the USAFA Public Appearances Committee (PAC) and attach USAFA Form 61, **Unit Performance Request**, to request permission to perform at a special non-Academy event. The memorandum must arrive at PAC at least 2 days prior to the USAFA PAC meeting that is held during the first week of every month. The memorandum must include a funds availability statement from the funding OPR. OICs must attend the USAFA PAC meeting to justify their requests.

17.2. Committee Action and Subsequent Activity Action:

17.2.1. Committee Disapproval Action. The activity will send a memorandum of declination to the agency that extended the invitation.

17.2.2. Committee Approval Action. Submit USAFA Form 17 to 34 SPTG/CCBC through staff coordinator and 34 SVS/SVCR. Submit requests for orders to staff coordinator or funding OPR. Make traveling and billeting arrangements through staff coordinator and funding OPR. Coordinate publicity requirements with Public Affairs (HQ USAFA/PA).

18. Safety:

18.1. Safety is the responsibility of all personnel and is administered through channels of supervision. OICs and CICs are directly responsible for safety measures regarding personnel qualifications, training, care of equipment, travel, storage and handling of dangerous items (for example, ammunition, fuel, paints, etc.), use of tools and machinery, upkeep of facilities, and activity supervision. Safety officers are appointed to assist club CICs and institute measures to ensure every effort is made to reduce the possibility of damage and injury. Safety standards are made known to all members through OIs. Regular self-inspections are performed to identify and correct unsafe acts and conditions, and these are documented and maintained on file. The frequency of inspections depends on the club's activities but should be at least monthly in most cases. Accidents are investigated by the organization concerned and reported to the staff coordinator and through 34 SVS/SVCR to the 34 SVS Safety Officer in accordance with AFI 91-204, *Investigating and Reporting US Air Force Mishaps*. The OIC and CIC should ensure clubs with ammunition, fuel, paints, etc., receive inspection by munitions, Fire Department, or 34 SVS Safety Officer at least twice a year. In the absence of OICs, 34 SVS/SVCR will provide safety information and access to Safety (HQ USAFA/SE) if needed.

18.1.1. Maintain facilities, equipment, and operations in accordance with AFI 32-2001, *Fire Protection Operations and Fire Prevention Program*.

18.1.2. Activities using ammunition or pyrotechnics are licensed and inspected annually by HQ USAFA/SE in accordance with applicable Air Force instructions. CICs are required to coordinate with 34 SVS/SVCR and the SVC Safety Officer.

19. Hazardous Activities:

19.1. Extracurricular activities identified as Category I, II, or III Hazardous Activities, as governed by applicable AFCW instructions, must also comply with the following requirements:

19.1.1. OIC and CIC must obtain training required by the staff coordinator prior to being appointed OIC or CIC. Level of training required will be covered in activity OI.

19.1.2. Safety CIC must be appointed in writing by OIC, and the appointment memorandum will remain on file in 34 SVS/SVCR.

19.1.3. Safety briefings must be conducted and documented quarterly and prior to each major event.

19.1.4. All safety-related incidents will be reported within 24 hours to the staff coordinator or 34 SVS/SVCR.

19.2. Category I hazardous activities include aviation, flying team, soaring, and Wings of Blue.

19.3. Category II hazardous activities include hunting, trap and skeet, and pistol.

19.4. Category III hazardous activities include archery, bicycling, caving, mountain biking, mountaineering, powerlifting, rodeo, equestrian, rugby (men's and women's), scuba, and ski race teams (alpine and nordic).

19.5. Cadets are prohibited from participating in off-duty Category I, II, or III hazardous activities unless they obtain permission in accordance with the applicable AFCW instruction.

20. Medical Support. In the event of an accident or serious illness, contact the 34 TRW Operations Center (34 TRW/OC), as soon as possible to inform them of the situation.

20.1. Take the following actions if an accident occurs in the Cadet Wing Area: contact 34 TRW/OC for transportation to the USAFA Hospital or call the USAFA emergency room for an ambulance.

20.1.1. Take the following actions if an accident occurs on the Academy grounds (not in the Cadet Wing Area): call USAFA emergency room for an ambulance or use a private vehicle, depending on the seriousness of the incident, to transport the victim to the USAFA Hospital.

20.1.2. Take the following actions if an accident occurs at Farish Memorial, Colorado Springs, or outside of the local area: take the person to the nearest hospital by private vehicle or call an ambulance, depending on the severity of the situation. Upon return to USAFA, report the incident to USAFA Hospital and Cadet Clinic.

20.2. Report such incidents to the staff coordinator and 34 SVS/SVCR as soon as possible. If on a trip, also include in trip report.

20.3. Each year, prior to the start of cadet extracurricular activities, a list of the proposed activities will be submitted to the Sports Medicine Council. The Sports Medicine Council will then discuss the necessary medical coverage that individual activities will need. This will ensure that proper medical supervision of particularly collision sports is maintained. The Sports Medicine Council will not be able to provide sources of personnel from either the Academy or the private community. It will be the activity's responsibility to obtain a contract for coverage at home if this is deemed necessary. The level of coverage will be specified by the Sports Medicine Council. This coverage will usually be a certified athletic trainer who travels with the team or coverage provided at the host site. Adequate

documentation of coverage provided at the host site will be necessary to ensure that it is appropriate. This documentation will be provided to the Director of Sports Medicine.

20.4. Contact the Cadet Wing Safety Office the next duty day. Fill out a USAFA Form 49, **Safety Report**, and submit no later than 2 workdays to 34 SVS Safety Officer and the staff coordinator or 34 SVS/SVCR.

Section E— Financial Support

21. Types of Funding. Cadet-organized extracurricular activities are authorized financial support from appropriated or nonappropriated sources. 34 SVS is the funding OPR for all nonappropriated fund activities and the staff coordinator is the funding OPR for appropriated funds. (See [Attachment 1](#) for funding sources.)

21.1. Donations. An extracurricular activity is authorized to accept donations from outside agencies, but each donation must be processed by Development and Alumni Programs (HQ USAFA/XPA) according to AFI 65-106, and approved by the appropriate authority. HQ USAFA/XPA is the Academy agency responsible for all Academy gift acceptance. All donations must be received and documented for accounting purposes by 34 SVS/SVCR after formal acceptance.

21.2. Commercial, Corporate Sponsorship. An extracurricular activity is not authorized to solicit commercial or corporate sponsorship. 10 SVS/SVXAC is the proponent for commercial and corporate sponsorship. 10 SVS/SVXAC can establish a general awareness of Cadet Club Programs, including sponsorship opportunities.

21.3. Soliciting. An extracurricular activity is not permitted to solicit funds nor are they permitted to maintain bank accounts or other separate funding sources not part of the appropriated or nonappropriated funding system. 34 SVS will monitor all nonappropriated fund accounts.

22. Expenditure of Funds:

22.1. Appropriated Funds. Expenditure of funds for equipment and supplies is initiated by the activity and sent to the activity's corresponding funding OPR for action. Once the budget is approved, these funds are spent by authority of official orders or by procurement action. Official TDY orders for travel and per diem, in some cases, are requested by the appropriate agency as a normal result of trip request action.

22.2. Nonappropriated Funds. AFI 34-101 and AFI 34-201 identify authorized use of nonappropriated funds. All NAF purchase requests must be accomplished through 34 SVS/SVCR. No activity or individual member, except the Nonappropriated Fund Resource Management Flight Chief, or designated representative, is authorized to commit activity funds regardless of source. Committing funds without authorization is a ratification, and violation of this restriction may result in individual pecuniary liability and disciplinary action.

JOHN D. HOPPER, JR., Brig Gen, USAF
Commander, 34th Training Wing

Attachment 1

AUTHORIZED EXTRACURRICULAR ACTIVITIES

ACTIVITY	(NOTE 1)	CATEGORY COORD	STAFF CATEGORY (NOTE 2)	FUND (NOTE 3)	MM AUTH FOR (NOTE 4)	ELIG LOS
AIAA	P	DFAN	B			
Aikido	R	34th SVS	B			
American Indian Sci	P	DFH	B			
Amateur Radio	R	34th SVS	B			
Archery	R	34th SVS	B			
Arnold Air Society	P	34th SVS	B			
Asian Studies	P	DFF	B			
Astro/Physics	P	DFP	B			
Aviation	R	10 ABW	B			
BACCHUS	M	DFBLC	A			
Bicycle	C	34th SVS	B	Yes		Yes
Big Brothers/Sisters	R	34th SVS	B	Yes		
Biology	P	DFB	B			
Bluebards	R	34th SVS	B			
Bowling	C	34th SVS	B	Yes		
Caving/Grotto	R	34th SVS	B			
Chemistry	P	DFC	B			
Chess	C	34th SVS	B			
Choir/Catholic	M	HC	A			
Choir/Gospel	M	HC	A			
Choir/Jewish	M	HC	A			
Choir/Protestant	M	HC	A			
Choir/Praise team	M	HC	A			
Chorale	M	HC	A	Yes		
Civil Air Patrol	M	34 OPs/GP	A			
Civil Engineering	P	DFCE	B			
Drum/Bugle	M	34 TRG	A	Yes		Yes
Engineering Honor Society	P	DFEM	B			
Equestrian	C	34th SVS	B	Yes		

ACTIVITY	(NOTE 1)	CATEGORY COORD	STAFF CATEGORY (NOTE 2)	FUND (NOTE 3)	MM AUTH FOR (NOTE 4)	ELIG LOS
Explorers/Scouts	R	34th SVS	B			
Falconry	M	34th SVS	A	Yes		Yes
Fastpitch (Men's)	C	34th SVS	B	Yes		
Fastpitch (Women's)	C	34th SVS	B	Yes		
Flying Team	M	557 FTS	A	Yes		Yes
Forensics	C	DFENG	A	Yes		
Forum	P	DFPS	B			
French	P	DFF	B			
Geography	P	DFEG	B			
Handball	C	34th SVS	B	Yes		
Handball(Men's Team)	C	34th SVS	B			Yes
History	P	DFH	B			
Honor Guard	M	34 TRG	A	Yes		Yes
Hunting	R	34th SVS	B			
IEEE	P	DFEE	B			
Judo	C	34th SVS	B	Yes		
Karate	C	34th SVS	B			Yes
Karate (Trad)	C	34th SVS	B			Yes
Lacrosse, Women's	C	34th SVS	B			
Los Padrinos	R	34th SVS	B			
Mechanics (ASME)	P	DFEM	B			
Media	M	34th SVS	B			
Mock Trial Team	C	DFL	A			
Model Engineering	R	34th SVS	B			
Mountaineering	R	34th SVS	B			
Ninjutsu	R	34th SVS	B			
Orsa/Tims	P	DFMS	B			
Pistol	C	34th SVS	B	Yes		
Powerlifting	C	34th SVS	B	Yes		
Racquetball	C	34th SVS	B	Yes		
Rattex	R	34th SVS	B	Yes		
Rodeo	C		B	Yes		Yes

ACTIVITY	(NOTE 1)	CATEGORY COORD	STAFF CATEGORY (NOTE 2)	FUND (NOTE 3)	MM AUTH FOR (NOTE 4)	ELIG LOS
Rugby (Men's)	C	34th SVS	B	Yes	Yes	
Rugby (Women's)	C	34th SVS	B	Yes	Yes	
Russian	P	DFF	B			
Sabre Drill	M	34 TRG	A	Yes	Yes	
Sigma Gamma Tau	P	DFAN	B			
Scuba	R	34th SVS	B	Yes		
Ski Club	R	34th SVS	B			
Ski/Alpine	R	34th SVS	B	Yes		
Ski/Nordic	R	34th SVS	B	Yes	Yes	
Soaring	M	34 OPG	A	Yes	Yes	
Spanish	P	DFF	B			
Squash	C	34th SVS	B	Yes		
Table Tennis	R	34th SVS	B			
Trap & Skeet	C	34th SVS	B	Yes		
Triathlon	C	34th SVS	B			
Ultimate Frisbee	C	34th SVS	B			
Volleyball	C	34th SVS	B	Yes		
Wargaming	R	34th SVS	B			
Way of Life	R	34th SVS	B			
Wings of Blue	M	34 OPG	A	Yes		

NOTES:

1. Categories:M-Mission, R-Recreational, C-Competitive, P-Professional
2. Funding:
 - a. 100 percent Appropriated Fund Support, Appropriated Fund (Staff Coordinator)
 - b. 50 percent Appropriated Fund Support, 50 percent Nonappropriated Fund Support, Appropriated (Staff Coordinator) and Nonappropriated 34 SVS.
3. Authorized Minor Monogram.
4. Eligible for LOS.

Attachment 2

OFFICE IN CHARGE RESPONSIBILITY CHECKLIST

- A2.1.** Supervises the Cadet In Charge.
- A2.2.** Ensures compliance with 34th TRW policies.
- A2.3.** Monitors cadet eligibility.
- A2.4.** Monitors academic time lost.
- A2.5.** Briefs activity members on AFCW instructions, policies, and safety instructions.
- A2.6.** Monitors membership and Limited-On-Season roster.
- A2.7.** Provides administrative and logistical support to activity.
- A2.8.** Attends general membership meetings.
- A2.9.** Prepares and reviews activity operating instruction.
- A2.10.** Ensures members maintain a four class system during all activities.
- A2.11.** Ensures members maintain the highest standards of conduct, appearance, and sportsmanship.
- A2.12.** Ensures compliance with alcohol consumption's restriction.
- A2.13.** Assumes accountability for activity property.
- A2.14.** Accompanies all activity trips.
- A2.15.** Inspects activity members prior to their departure.
- A2.16.** Coordinates trip arrangements with 34 SVS/SVCR.
- A2.17.** Establishes and briefs accident prevention measures.
- A2.18.** Ensures cadets maintain proper dress standards.

Attachment 3

CADET IN CHARGE RESPONSIBILITY CHECKLIST

- A3.1.** Acts as executive to the Officer in Charge.
- A3.2.** Manages and supervises the conduct of the activity during meetings, practices, and rehearsals.
- A3.3.** Disseminates information to members about activities.
- A3.4.** Maintains records for the activity.
- A3.5.** Acts as executive to the officer in charge.
- A3.6.** Accounts for each activity member on trip roster.
- A3.7.** Rides in military vehicle and is point of contact between activity and driver.
- A3.8.** Notifies OIC of any absences.
- A3.9.** Ensures compliance with trip provisions.
- A3.10.** Maintains order and discipline.
- A3.11.** Ensures compliance with accident measures.
- A3.12.** Completes and submits trip report within 5 duty days from completion of trip.
- A3.13.** Assists OIC in monitoring academic time lost.